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PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE  
120 PARK AVENUE, NEW YORK, N.Y 10017-5592

TO: DISTRIBUTION  
FROM: PM USA Legal  
SUBJECT: Records Management Questionnaire

Steve Parrish  
Richard Reid  
Clare Purcell

DATE: October 22, 1991

The attached questionnaire requests information on the status of the Records Management Program in each department. This information is requested in order to assess the progress of program implementation.

The information that you submit will also be used to prepare a presentation for the Richmond Executive Committee in November 1991. Therefore, it is requested that you complete the questionnaire and return it to Lewis Cummings, Records Management, M/C EW-1 by November 1, 1991.

If you have questions or require clarification of any items on the attached questionnaire, please contact Lewis at extension 5949. Thank you in advance for your attention to this matter.

Attachment

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Shift from emphasis on microfilming  
to retention management

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